



The Position

The Senior Program Manager for the Family and Children's Services Division is responsible for directing, planning, organizing, administering, and managing the operations, functions, and programs of major program areas within the Health and Human Services Agency/Social Services requiring specialized knowledge and skills in the area of Protective Services. The Senior Program Manager demonstrates and models leadership in program planning, development and implementation, service delivery, program monitoring, and change management; maintains proper standards, quality control, and review for Children Services casework; develops, recommends, implements and maintains policies and procedures; develops and implements new and more effective ways to provide and deliver services; conducts organizational studies and reviews; implements changes and procedures to promote the efficiency of operations.

Additional Information

A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance and a DMV clearance.

Position requires pre-employment drug testing and a physical. Pre-employment fingerprinting for a background investigation is also required.

The existing eligible list will be replaced upon completion of this examination. The eligible list established from this recruitment will be used to fill part-time and full-time regular, limited-term or extra-help positions as vacancies occur or the need arises.

Mendocino County

Mendocino County, with a population of approximately 90,000, is located along the California coast line just a couple hours north of the San Francisco Bay Area.

Ukiah, the county seat and the largest city within the County, has a population of approximately 16,000.

Mendocino County offers many outdoor activities including some renowned scenic drives along coastal Highway 1 to U.S. 101 the "Redwood Highway" weaving through lush vineyards and soaring forests. Come sit by the fire, savor a delicious Mendocino vintage, stare up into a mighty redwood tree or watch migrating whales from the porch of one of our unique inns.

Senior Program Manager Family & Children's Services Division

Mendocino County Health & Human Services Agency

Bi-Weekly Salary: \$2,360 - \$2,869

Application Deadline:

Friday, May 10, 2013

5:00 p.m. PDT

Tentative Examination Date:

Oral Exam: Week of May 27, 2013

Examination will be held in Mendocino County

Locations:

The resulting list will be used to fill vacancies in Ukiah, Willits and Fort Bragg, California

Minimum Qualifications

While the following requirements outline the minimum qualifications, only applicants who demonstrate the best qualifications match for the job will be selected to continue in the recruitment process.

Two years of experience comparable to the Merit System Services classifications of Social Worker Supervisor I or II, Nurse Case Manager Supervisor, Program Administrator, Staff Services Administrator, Information Systems Administrator OR one year of experience comparable to the Merit System Services classification of Program Manager;

OR

A Bachelor's Degree from an accredited college or university and three (3) years of supervisory experience in Family and Children's Services;

OR

A Master's Degree and two (2) years of supervisory experience in Family and Children's Services (additional years of supervisory experience may be substituted for the degree requirement on a year-for-year basis).

Desirable Qualifications

Appropriate licensure and/or advanced degree is highly desirable such as Certified Public Accountant license, Master's in Social Work, Master's in Business Administration or Master's Degree in Human Resources or Industrial and Organizational Psychology or similar fields.

KNOWLEDGE AND ABILITIES

The following may be tested in the examination:

Knowledge of:

- Functions, principles, and operations of programs within a public social services department.
- Business and public administration, including organization analysis and development.
- Principles and practices of personnel administration including supervision.
- Methods of analysis and technical writing.

Ability to:

- Effectively plan, develop, and implement comprehensive program within a social services department of a broad scope and a high degree of complexity.
- Exercise administrative supervision and direction over professional, technical, and clerical staff.
- Analyze operational problems and make sound policy and procedural recommendations.
- Make effective presentations before public officials, committees, and outside agencies.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Conduct analysis and prepare technical reports.

EXAMINATION INFORMATION

MSS reserves the right to revise the examination plan if the circumstances under which this examination was planned change. The examination process may include one or more of the following components: application evaluation, computer skills assessment, supplemental questionnaire, written examination, job related exercise, and/or a structured oral examination. Candidates will be notified of any changes to the examination plan as posted on this job bulletin.

The examination component may consist of an:

ORAL EXAMINATION

This examination will be weighted: 100%

Categories tested may include:

- Education, Experience & Training
- Interpersonal Relations
- Program Knowledge
- Supervision

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto www.mss.ca.gov and following the instructions.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications will ONLY be accepted on the dates/times indicated on the front of this job bulletin. Faxing or mailing your application does not guarantee that your application will be among those approved. POSTMARKS ARE NOT ACCEPTED.

Application packets may be obtained by contacting MSS, or the Social Services, Child Support, or HR Department in the county.

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815

Website: www.mss.ca.gov

Email: mss@cps.ca.gov

Phone: (916) 263-3614

Note: Your application and any additional material become the property of MSS. **Please make a copy for your file.**

This job bulletin will not be available online after the application deadline. Please print a copy for your records.

FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree and/or course equivalency from any of the listed member agencies.

EXAMINATION NOTIFICATION

MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact Merit System Services at mss@cps.ca.gov.

Some positions require that all approved candidates take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral exam for this position please note the following: Prior to being scheduled for the oral examination, you will receive an email from Merit System Services, mss@cps.ca.gov, asking you to confirm your interest in the position and your availability to attend the exam on a specific date. If you do not reply to the e-mail sent to you by the specified deadline or you are not available on the specified exam date, you will not be scheduled for the oral exam.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS at mss@cps.ca.gov within five (5) days of the date on your letter/email notifying you that you have been invited to move forward in the exam process.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.